

MCES C-IED MTC SOP

Annex S

Dress Code Policy Letter

UNITED STATES MARINE CORPS
MARINE CORPS ENGINEER SCHOOL
PSC BOX 20069
CAMP LEJEUNE, NORTH CAROLINA 28542-0069

In reply refer to
1020
ECO
15 Apr 11

From: Explosive Obstacles and Hazards Branch Head
To: MTC Personnel

Subj: DRESS CODE FOR MOBILE TRAINING TEAMS

1. Marines are known the world over for their professionalism and immaculate appearance. As our Mobile Training Teams (MTTs) travel the world instructing Marines in the tenants of Improvised Explosive Device Defeat they will be under constant scrutiny and although there are many factors that inevitably contribute to a lasting impression, professionalism and appearance will likely be heavily weighted in the minds of the Marines you instruct. The importance of presenting a neat, uniform and professional appearance cannot be over emphasized. Therefore, in order for our MTT personnel to embody the same professionalism of the organization we so proudly represent the following dress and grooming standards are established for all personnel assigned to Mobile Training Teams when they are in an instructional environment:

a. Light colored (i.e., tan, beige, khaki, or light brown) dress or casual trousers will be worn. Denim trousers of any color are not permitted to be worn. Trousers will be properly fitted, and trousers that are considered to be excessively tight fitting or baggy will not be permitted to be worn. Trousers will conform to Marine Corps standards for serviceability and frayed cuffs and/or pockets, discolorations, tears, holes in excess of 1/4" are examples of conditions that could render trousers unserviceable.

b. Blouses will be issued for both summer and winter wear and only blouses issued by the Marine Corps Engineer Center will be permitted for wear when in an instructional work environment. Once issued contractors will be accountable for blouses issued and will be required to return them at the end of the period of performance of the contract, or when either the employer or employee elects to terminate employment.

c. Basic colored (i.e., dark brown, tan, or black) dress or casual footwear will be worn. Dress or casual footwear may include boots which may range from ankle high to 10" in height, dress shoes, or business casual shoes, but may not include athletic shoes, sandals, or any shoe with an open toe, open heel, or high heel. Examples of wear that could render a shoe or boot unserviceable are, excessively worn heels, torn or ripped shells, missing eyelets and severe stains or discolorations.

d. Jewelry such as wedding bands and watches are acceptable. Earrings are not permitted for wear. If other pierced jewelry is worn, it must not be visible. If worn, religious medallions, necklaces, and/or bracelets must not be visible.

e. Overall personal appearance will be in conformance with the standards set forth in this policy letter and as deemed appropriate by the client. As support contractors compose 100% of the MTT workforce their image and appearance must exemplify the high standards and professionalism of the organization they represent. The following grooming and personal appearance standards are established for MTT personnel:

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1) Facial hair is permitted, but must be neatly trimmed/manicured and not so long as to present an unkempt appearance.

2) Head hair will be clean and neatly styled. Hair that is either styled eccentrically or considered excessively long is unacceptable.

3) Eccentric body art, e.g. inflammatory tattoos, i.e. symbols or profanity that is visible when clothed in accordance with standards set forth above is unacceptable.

2. Any questions regarding this policy should be directed to your immediate supervisor.

G. R. ROEDER, Jr.